Introduce HSS, and provide high level overview for Hub staff	Full staff meeting at Hub to provide introduction to HSS, and the Hub's role in this system.	Center Director, H&SS Coordinator	09/17/2017	
Training for Hub staff for Buprenorphine	Medical Director provides buprenorphine training for Hub Direct Service staff	Medical Director	09/17/2017	
	Usage and training of Narcan to the Staff members. - DOPE Project for training	H&SS Coordinator	12/20/2017	
	A power point presentation on Hub and Spoke Program for staff trainings and community outreach.	H&SS Coordinator	9/25/2017	
	An organizational Chart for Hub and Spoke Program	H&SS Coordinator	9/17/2017	
	Verbal Training conference Call –to set up dispensing rooms for Bupe. Set up a meeting with the Lead Nurses of Vermont and Lead Nurses of all the STR grant Hubs (Fresno, Fairfield, Antioch and Market) for a teleconference call to train the staff of STR grant Hubs in handling and dispensing of Bupe.	H&SS Coordinator	9/15/2017	

Establish MAT Spoke team	 Review applicant resumes Schedule interviews Implement BG checks Hire suitable applicants Implement and complete training for all new hire MAT team members 	H&SS Coordinator	12/15/2017	
Motivational interviewing training for all staff	Begin participation of all Hub and Spoke staff in Motivational Interviewing training	Center Director	12/15/2017	
	2. Review each Hub & Spoke staff persons' progress toward completion of MI training	Center Director	12/31/2017	
	3. Assure each hub staff person has satisfactorily completed MI training	Center Director	12/20/2017	
Plan for Spoke Implementation	Implement monthly meetings with MAT team	Center Director and H&SS Coordinator	09/27/2017	
	Implement monthly meetings with Spoke providers	H&SS Coordinator, H&SS Medical Director	12/20/2017	

	Continue to seek out potential spoke providers and attempt forming agreements	H&SS Coordinator	11/30/2017	
	Develop schedules for MAT team on-site visits to Spokes	H&SS Coordinator	11/30/2017	
	List out spoke questions to be discussed at the meeting. List out all the important findings in the contract and organize all the information prior to the meeting.	H&SS Coordinator, H&SS Medical Director	10/5/2017	
	Key Contacts – List out deliverables Prepare a checklist of all the grants requirements.	H&SS Coordinator	10/11/2017	
Community Outreach	Compose Fact/Information sheet or brochure to have distributed to county provider mailing list	Marketing Department	11/30/2017	
	H&SS Medical Director conducts trainings and helps set up spokes. He/she would be the expert that provides consultation, possibly training for Spokes to help support their work, and also outreach to help encourage more spoke development and promote the resources available from the hub.	Medical Director, H&SS Coordinator	11/20/2017	

Outreach to Local Opioid Coalitions	Contact Local Coalition Chapters to join, offer grant program in-service, determine other possible collaborations: 1. California Health Care Foundation – SF (SHOUT Project) 2. Harm Reduction Coalition 3. DOPE project 4. Center for Health Leadership & Practice, Public Health Institute 5. San Francisco Health Plan	Center Director, H&SS Coordinator, H&SS Medical Director	10/30/2017	
Outreach to Local Behavioral Treatment Services Providers	1. CBHS Consumer & Client Council 2. National Alliance for the Mentally Ill-San Francisco 3. San Francisco Depressive/Bipolar Support Association (SFDBSA) 4. 6 th Street Self-Help Center/Hospitality House 5. SMART Recovery (SR)	H&SS Coordinator, H&SS Medical Director	12/15/2017	

7. C N 8. I S 9. T 10. N	Behavioral Health Services BHS) - San Francisco Center for Addiction and Mental Health Depression and Bipolar Support Alliance The Glendon Association Mental Health Association of San Francisco (MHA-			
	SF) ocal hospitals and schedule	Center Director	12/15/2017	
in-service 1. 2. 3. 4. 5.		H&SS Coordinator, H&SS Medical Director		

Contact local substance use treatment providers and schedule inservice: 1. REACH Project – San Francisco 2. Power Program – San Francisco 3. The Watershed Addiction Treatment Programs 4. Drug Treatment & Alcohol Treatment Center 24 Hour Detox Hotline 5. Cats (Community Awareness & Treatment Services) 6. Bayview Hunters Point Methadone Treatment Program 7. Drug Treatment 8. St Vincent de Paul Society 9. OBIC Clinic 10. St Anthony's Foundation 11. SF Library and SF HOT Team 12. National Council on Alcoholism and Drug Dependence	Center Director H&SS Coordinator, H&SS Medical Director	12/15/2017	

	G 5:	12/20/2017	
Contact local substance use treatment providers and schedule inservice: 1. Outpatient Drug Rehab 2. Outpatient Rehab Facility: Sutter Eden Medical Center 3. Ben Berman Outpatient Rehab 4. John Muir Health Outpatient Center – walnut creek 5. St. Mary's Medical Center 6. Domestic Violence Treatment Services 7. Community Substance Abuse Services 8. Cdp Primary Care 9. Psychological Trauma Center 10. Pelvic Health & Rehabilitation Center 11. Kindred Transitional Care and Rehabilitation - San Francisco 12. Harm Reduction Therapy	Center Director, H&SS Coordinator, H&SS Medical Director	12/30/2017	
Center 13. Asian American Recovery			
Services			

	Contact local physicians with information about grant program services: 1. Barry Zevin 2. Alice Chen 3. Fiona Donald 4. Brad Shapiro 5. Judith Martin (TBD)	H&SS Coordinator, H&S Medical Director	12/30/2017
Outreach to Individuals with OUD	 Review discharged patient lists and contact patients that may qualify based on grant treatment eligibility requirements Offer weekly patient educational groups to increase awareness of grant services Consider existing patient incentives for referral of persons with OUD to the hub Distribute marketing flyers and/or brochures to interested active patients 	H&SS Coordinator, H&SS Medical Director Marketing Department	12/15/2017

	 5. Consider use of public access TV channel to increase awareness of grant services 6. Consider use of local radio station ads to increase awareness of grant services 7. Consider use of local news media ads to increase awareness of grant services 8. Consider use of internet media services to increase awareness of grant services 		
Outreach to Local	Contact local criminal justice	Center Director	
Criminal Justice	providers and schedule in-service:		
Providers		H&SS	
	Local Justice Reinvestment -	Coordinator,	
	Urban Inst. 2. Law Enforcement Assisted	H&SS Medical Director	
	Diversion San Francisco	Director	
	3. San Francisco's Drug Court -		
	Superior Court of California		
	4. Reentry Courts -		
	collaborative justice		
	5. San Francisco Collaborative		
	Courts - SF Superior Court		